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Commission

ST FOR RECORDS RETENTION SOLL (Continuation Sheet)

SCHEDULE

PAGE NO. 2.

Item No.

5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Approved Hall of Records Commission

DAILY REPORT OF PRISONERS EMPLOYED

Size: 8" x 14" Period Covered: July 1950 - -Quantity: 9 cubic feet File Arrangement: chronological Annual Accumulation: 2 cubic feet Disposable Amount: 2 cubic feet Audited: by State

Report submitted daily by each department employing prison labor; showing number of prisoners assigned to the department, number late or absent and lists by name those prisoners who are absent from the job and the reason for the absence; used by the Accounting Department to charge the cost of labor and production to the proper account

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

TIME RECORD - (PRISONER PAYROLL)

Size: 9" x 12" Period Covered: 1937 - -Quantity: 15 cubic feet File Arrangement: alphabetical by work groups Annual Accumulation: I cubic foot Disposable Amount: 10 cubic feet Audited: by State

Prisoner's daily work record, from it industrial good time is entered on the Inmates Ledger Card. Also shown is department where employed, the total monthly pay and monthly industrial good time.

DECOLENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

ENMATES LEDGER CARD

Size: 83" x 11" Period: 1949 Quantity: 14 cubic feet File Arrangement: alphabetical by year Annual Accumulation: 3 cubic feet Audited by: State

A complete record of the inmates finances is maintained on these cards.

recommendation: Retain for 20 years after the prisoner has been dis— CHARGED OR PAROLE OBLIGATIONS HAVE BEEN MET AND THEN DESTROY.

approved Hall of accorded Commission

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Date Men 14 19 5.

Hall of Records

Commission

ST FOR RECORDS RETENTION SULL (Continuation Sheet)

SCHEDULE 132

PAGE NO.

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Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

approved Hall of Records Commission

approved Hall of Records Commission

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SENTENCE CARD

INDUSTRIAL Good Tyrus Sigo: 6" x 9" Period Covered: 1937 -Quantity: 39 cubic foot File Arrangement: alphabetical Annual Accumulation: 1 drawer

Ledger card showing total time of sentence, any deductions or additions to the sentence and total time served. Monthly entries show

recommendation: Retain for 20 years after discharge or parole obli-GATIONS ARE LET AND THEN DESTROY.

deductions for good behavior and industrial good time. This infor-

PRISONER'S COLMISSARY ORDERS

Size: 5" x 11" Period Covered: 1950 -Quantity: 64 cubic feet File Arrangement: Cell tier then alphabetically Annual Accumulation: 16 cubic feet Disposable Amount: 16 oubic feet Audited by: State

mation is posted from the Prisoners Time Record (Item 4).

Prisoners may make purchases from the Institution's Commissary on this prenumbered form; used to post to inmates ledger card (Item 5).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

ACCOUNTING RECORDS

This item includes all standard accounting forms used by all State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically. these are:

Comptroller of the Treasury

Form No.

E-1-S Distribution of Charge

E-1 & E-Transmittal

DD-1 Certificate of Deposit and Bank Deposit Slip R-2 Monthly Report of State Funds Collected and Deposited Distribution of Unexpended and Obligated Balances

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Records Commission

ST FOR RECORDS RETENTION JUL. (Continuation Sheet)

SCHEDULE

PAGE NO.

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5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Purchasing Bureau (Department of Budget and Procurement)

Requisition for Supplies 1-A

47-A Purchase Order

100-16 Out-of-Schedule Requisition for Supplies

39A & 40A Stores Requisition

Copy of Contract Awarded CF-2

Capital Aund Requisition for Equipment CF-1 Actual Emergency and Repairs Report Copy of Contract Awarded 100/24

27-A CF-3 Copy of Contract Awarded

Copy of Contract Awarded (Capital Funds)

Delivery Invoice

Notice of Award of Contract 26-A.

52 Credit Memorandum

51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

Formerly BB1 & BB2 BB1 (Rev.)

Report of Fixed Assets (annual) BP Inv. R-101

BP Inv. R-102 Report of Materials and Supplies (annual)

Materials and Supplies Physical Inventory (annual) BP Inv. 6

BB 40 Request for Position Action

Budget Form No.'s 1 through 11 - Budget Estimates Fiscal Year (13

pages including farm statement)

Power Plant Utility Report (monthly) PP 1A

Farm Report (annual) Farm Report (monthly) Food Report (monthly)

BP Inv. 1 Stores Record

BP Inv. 2 Equipment Record

BP Inv. 3 Motor Vehicle Record

Monthly Statement of Balances

Hemorandum of Adjustment

Others

Vendor's Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts Cancelled Checks

Cancelled Withdrawal checks-prisoner funds

State Use Industries

Invitation to Rid Sales Invoices Award of Contract Shipping Ticket Delivery Ticket

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FORM HR-RM	18
. (9-1-53)	
Hall of Record	ds
Commission	

(Continuation Sheet)

SCHEDULE 132

PAGE NO. FL

4. Item 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity

(cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Invoice Cash Receipt

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER . IS LATER, AND THEN DESTROY.

9. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A CENERAL RECORDS RETENTION SCHEDULE

Records Commission

PAYROLL -(Prior to July 1, 1953) The agency copy of this payroll form is to be retained for five years or until audited whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is leter and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS: Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed (General Schedule No. 2, Item 3-b, approved by the Board of Public Works, January 11, 1954.

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No.3, Item 3, approved by the Board of Public Morks, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, Hay 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).

BOANT / Date - WAR 1 4 1955

Sucretar,